

STUDENTS' COUNCIL LATE ADDITIONS

Tuesday May 6th, 2014
TELUS 134

LATE ADDITIONS (SC 2014-01)

2014-01/1 SPEAKER'S BUSINESS

2014-01/2 PRESENTATIONS

2014-01/2b **Students' Council Engagement Task Force (SCET) Recommendations**
SCET was created in the 2013-2014 year and was tasked with examining ways in which we can enhance Council's visibility, inclusivity, and connection with the students. The the end of its term, SCET proposed a series of recommendations to Council. This presentation will outline the recommendations made by SCET and offer members of Council to ask questions and express their comments on the document.

Please see document LA 14-01.01

2014-01/2c GovCamp is a professional development retreat for new student representatives. All Councillors and Faculty Association executives are invited. Please return a completed registration form to Discover Governance by May 16 if you wish to attend.

2014-01/2d WUSC presentation who we are and where we want to go. Sponsored by Councillor Mohamed/Gaur
Not many councillors know what WUSC is. It is a program that brings refugees to study at the U of A. this presentation will serve as an information session along with an update from the group to ensure that they are fulfilling their mandate.

2014-01/3 EXECUTIVE COMMITTEE REPORT

2014-01/4 BOARD AND COMMITTEE REPORTS

2014-01/5 QUESTION PERIOD

2014-01/5a To VP Hodgson from Councillor Mohamed

What is the timeline for the single served beverage contract? Specifically:

- Has their been any discussion so far? If so, what was discussed
- Has the University moved ahead with their contract?

2014-01/5b To President Lau from Councillor Mohamed

Will tuition be going up for domestic students this year? If so, what's the plan to reduce it?

2014-01/5c

To President Lau from Councillor Mohamed

Will IDF (international differential fee) be going up this year? If so, what's the plan to reduce it?

2014-01/6

BOARD AND COMMITTEE BUSINESS

2014-01/7

GENERAL ORDERS

2014-01/7j

GRUHLKE MOVES to approve Students' Council Standing Orders.

Please see document LA 14-01.02

2014-01/7k

Nominating committee (5)

2014-01/8

INFORMATION ITEMS

2014-01/8f

CAC Summary Report to Council

Please see document LA 14-01.03

Date: January 31, 2014

To: Students' Council 2013-2014

Re: Students' Council Engagement Task Force (SCET) Recommendations

Dear Students' Council,

On behalf of the Students' Council Engagement Task Force (SCET), I am pleased to provide you with the SCET Recommendations Document.

The following document was created with the help of SCET members: Petros Kusmu, Jessica Nguyen, Kelsey Mills, Marina Banister, Dawson Zeng, Lok To, Fabian Gonzalez, and Seamus Wu.

Over the span of six meetings, SCET drafted nine recommendations. These recommendations were consulted with the Students' Council, SU's General Manager, and Discover Governance. The draft of the document was also made available to the Faculty Associations' VPAs.

It is SCET's hope that the individuals listed in the "Summary of Recommended Steps" section will pursue the outlined recommendations.

Thank you,



Natalia Binczyk
Students' Council Engagement Task Force Chair

Students' Council Engagement Task Force
(SCET) Recommendations to Students'
Council

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Introduction

As stated in the Students' Council Engagement Task Force (SCET) Terms of Reference (Appendix 1), SCET was tasked with examining "ways for Students' Council to be more engaging". The scope of SCET's work included a "review of Students' Council's bylaws, standing orders, and its general practices to increase Council's visibility to the greater student population, mak[ing] Council more inclusive to traditionally underrepresented demographics, and empower[ing] members of Council to better connect with their constituents".

SCET's recommendations to Students' Council (SC) are organized into *Problems, Solutions, and Recommended Steps*. None of these recommendations are mandatory. The intention behind this document is to identify problem areas and propose solutions, thus enabling SC to enhance its visibility, inclusivity, and connection with students.

Upon reading the document, it will become apparent that many responsibilities associated with most recommendations fall on the Chair of the Council Administration Committee (CAC). It is advised that future CAC Chairs offer Council members the opportunity to lead certain initiatives. This will result in a more engaged Council and a more manageable workload for the CAC Chair.

In order to ensure continuity for the outlined initiatives, it is recommended that Committee Chairs also include these recommendations in their transition documents.

Summary of Recommendations

The document identifies problem areas and recommends solutions in order to improve SC's visibility, inclusivity, and connection with the students.

Recommendations are sectioned as follows:

A. Connecting Councillors with their Electorate

It is recommended that Councillors attend campus-wide events. The Event Calendar will aid Councillors with incorporating the events into their schedules. Class talks will offer quick updates on SC and will allow better recognition of SU representatives by the electorate. It is also recommended that clothing specific to SC be ordered following the elections and Councillor portraits be displayed in a public place such as SUB.

B. Enhancing collaboration between SC and Faculty Associations

It is advised that the VPA encourage FAs to request a Council delegate to sit on their boards. The Council representative would have the option to report to Council under the Board and Committee reports and would be required to report to CAC each trimester. The delegate would be key to debriefing on the state of the respective FA should Council be making a decision that could potentially impact the FA.

C. Enhancing Collaboration between SC and International Students

It is recommended that the VPSL advocate for the ISA to request a Council representative to sit on its board. Council representation on the ISA would occur on the same basis as Council representation on FAs. The delegate would be strongly encouraged to give at least one presentation to the ISA on the SC, the SU, and the SU elections.

D. Defining Council Goals

It is recommended that Standing Committees and individual Councillors create annual Goal Documents. These documents would be uploaded onto the website. The intention behind the document upload is to enhance accountability of Councillors to their electorate and to provide a ground for augmented collaboration between Councillors with similar aspirations. Pre-determined goals will also improve the efficiency of collaborative Council goal planning sessions.

E. Enhancing collaboration between Councillors and Executives

It is recommended that Councillors with goals that fall under an Executive portfolio commence collaborative efforts with the respective Executive. It is also advised that all Executives host at least one job shadow day to allow Councillors a more intimate view of their areas of expertise.

F. Increasing SC Presence on Facebook

It is recommended that CAC work with the Speaker and the Administrative Assistant towards the establishment of the SC Facebook page. The intention behind the page is to provide students with quick updates on SC and to facilitate discussions between the students and their representatives.

G. Improving SC's Presence on the SU website

In order to increase the students' knowledge of their representatives, it is recommended that Councillor biographies and portraits be uploaded onto the SU website. Furthermore, it is advised that a Councillor job description be created and uploaded onto the website.

H. Ensuring SC's Efficiency

It is recommended that SC administer intro and outro interviews for all Councillors. It is advised that the interviews occur via surveys. Survey results should be analyzed by DG and presented to Council in order to identify ways to consistently improve SC.

I. Enhancing Professional Development Opportunities for Councillors

It is recommended that professional development opportunities for councillors be explored. Enhanced development opportunities might provide an additional incentive for students to contest a representative position on Council.

Summary of Recommended Steps

A. Connecting Councillors with their Electorate

1. Increase Council's involvement in campus-wide events

- *Programming and Venues (PnV)* – With the assistance of the VP Student Life, PnV will find ways to maximize SC's presence in its various events and the VP Student Life will communicate these opportunities to CAC.
- *VP Student Life and VP Operations and Finance* – With the assistance of the SU staff, create an SU Event Calendar.
- *VP Academic* – With the assistance of Discover Governance (DG), through the Council of Faculty Associations (COFA), the VP Academic will encourage Faculty Associations (FA) to populate the SU Event Calendar.
- *VP Student Life* – With the assistance of Student Group Services (SGS), the VP Student Life will encourage student groups to populate the SU Event Calendar.

2. Encourage Council's involvement in Class Talk presentations

- *DG* – With the assistance of the SU President and the Chief Returning Officer, DG will collect listing of classes from the Registrar's Office, organize the list, and share it with CAC.
- *CAC* – Will create a monthly PowerPoint based off the Students' Union's monthly Newsletter and share it with SC.

3. Enhance Council's presence through visual means

- *CAC* – Order SC clothes within the first six months of SC. Amend CAC's Standing Orders by adding in a "Council Clothing" section and legislate that it must occur within the first six months of SC.
- *DG* – With the assistance of the President and the SU's Marketing Department, DG will arrange to display Councillor Portraits.

B. Enhancing collaboration between SC and Faculty Associations

- *CAC* – Amend SC's Standing Orders by amending Section 2(1) and including an Order of Business entitled "Trimester Councillor Reports".
- *VP Academic* – Work with SC members in advocating FAs to have at least one non-voting member seat on their Council.

C. Enhancing Collaboration between SC and International Students

- *VP Student Life* – Ensure the ISA's Bylaws allow for at least one member of SC to be a part of its structure.

D. Defining Council Goals

- *Standing Committees* – Amend Standing Orders to include "Committee Plans" section with deadlines that are concurrent with the "Executive Plans".
- *Councillors* – Follow deadlines for Committee Plans while submitting Individual Goals Documents.
- *DG* – Work with CAC and the SU's Marketing Department in developing

templates for the documents and ensuring that Goals Documents are uploaded online.

E. Enhancing collaboration between Councillors and Executives

- *President* – With the assistance of DG and the cooperation of the Executive Committee, establish at least one job shadow day in all executive portfolios.

F. Increasing SC Presence on Facebook

- *CAC* – With the assistance of the President and the SU’s Marketing Department, create a Facebook page for SC.

G. Improving SC’s Presence on the SU website

- *Discover Governance* – Work with the President and the SU’s Marketing Department to ensure that Councillor photos, biographies, goals documents, and email addresses are online and up-to-date. Work with CAC to develop and publish a Councillor job description.

H. Ensuring SC’s Efficiency

- *Discover Governance* – With the assistance of the President and CAC, DG will develop the interview surveys and analyze the survey results. DG will present survey results to the newly elected SC.
- *CAC* – Amend CAC’s Standing Orders by adding in an “Intro and Exit Interviews” section.

I. Enhance Professional Development Opportunities for Councillors

- *Discover Governance* –With the assistance of GM, CAC, and the President, DG will explore professional development opportunities for Councillors.

Recommendations

A. Connecting Councillors with their Electorate

Problem:

Council's presence is apparent primarily during elections. Candidates often connect with the students through posters, banners, class talks, and social media. Once the elections are over, Council's presence on campus decreases dramatically. Minimized Councillor and student interaction is reflected in the decreased knowledge on SC's business among the students. Although all information about SC is available online, this method of searching for SC updates is the most time consuming. One-to-one conversations or class presentations on SC require only a fraction of this time. Minimized knowledge on SC results in fewer students interested in attending SC meetings, running in elections, and voting in the SU elections. Therefore, increasing SC's presence on campus may improve student interest in Council as seen through the number of students attending SC meetings and running or voting in the SU elections. There are three main recommendations for connecting Councillors with their electorate.

Solutions:

1. Increase Council's involvement in campus-wide events. Although some Councillors already attend University events, they often attend these events as students, not as Council representatives. According to an informal poll during one of this year's SC meetings, the main barriers preventing Councillors from attending University events are: keeping track of what's going on, short notice, lack of interest, and lack of time. An Event Calendar, created by the SU staff, will help Councillors to stay up-to-date with upcoming events. Councillors will be able to access the calendar at any time during the year and incorporate the events into their schedules in advance.

2. Encourage Council's involvement in Class Talk presentations. Class talks may take between 1-2 minutes and should occur right before commencement of a lecture. It is imperative that Councillors request permission from professors prior to conducting class talks. Creation of a Class Talk PowerPoint takes approximately 15-20 minutes, and can be based upon the monthly SU newsletters. It is recommended that a CAC member create the monthly PowerPoint. Should all of the CAC members lack the time to fulfill this responsibility, it is recommended that a SC volunteer creates the PowerPoint and distributes it to Council members. It is essential that Councillors conducting class talks sign up on a class list in order to avoid duplication of efforts.

3. Enhance Council's presence through visual means. It is recommended that any Council-specific clothing items be ordered shortly after the elections, instead of towards the end of the term. When seeing individuals wearing SC clothing, students will be more likely to recognize their representatives and start a conversation. Furthermore, it is recommended for portraits of Councillors to be displayed in a

public place such as SUB in order to enhance recognition of representatives by their constituents.

Recommended Steps:

1. It is recommended that VPSL and VPOF, with the assistance of the SU staff, create the SU Event Calendar. It is advised that VPSL and VPA encourage student groups and Faculty Associations, respectively, to populate the SU Event Calendar. It is also recommended that VPSL collaborate with Programming and Venues (PnV) in order to further examine opportunities for Councillors to become involved in campus-wide events.
2. It is advised that Discover Governance (DG) collect class listing from the Registrar Office. Furthermore, it is recommended that DG organize the class listing by Faculty, or any other method that DG deems appropriate. Creation of the monthly PowerPoint should fall on a CAC volunteer. Should no CAC volunteers be able to take on these responsibilities, an opportunity to complete the described tasks should be opened up to all members of Council.
3. It is recommended that DG collaborate with the President and the SU's Marketing Department to arrange display of Councillor photos in public places such as SUB. It is advised that CAC amend its Standing Orders by adding a section relevant to Council Clothing and legislate that clothing items must be ordered within the first six months of SC.

B. Enhancing collaboration between SC and Faculty Associations

Problem:

Currently, there are no systematic, direct communications between Council and Faculty Associations (FAs). During the decision making process, Council may not always be aware of the state of each FA.

Solutions:

Due to the large number of students associated with each FA, it is essential for Councillors to bear in mind the state of FAs while making decisions. It is recommended that each FA create a non-voting seat for a Council representative. The Council representative will have an option to give written or oral reports to Council, which will appear under the Board and Committee reports. Council delegates would also be responsible for debriefing on the state of their respective FA should Council be making a decision that may impact this FA. This representative structure is inspired by the Council of the Collective Body for Arts Students, which requests that a Council representative, who also is an Arts student, sit on its Council. Council representatives on FAs would be treated similar to SU Standing Committee Chairs in that they would be expected to formally report to CAC every trimester.

Recommended Steps:

It is recommended that the Vice President Academic (VPA) work with FAs towards creation of a non-voting seat for a Council representative on the various FA Councils

or their equivalent body, wherever possible. It is recommended that the FA request a SC representative instead of SC request a seat on a FA Council or equivalent. Once an FA requests a SC representative, representatives from respective faculties will be elected via the same process as for electing SC representatives to SU Boards and Committees. It is also recommended that CAC amend its Standing Orders by amending Section 2(1) and including an Order of Business pertaining to Trimester Councillor Reports.

C. Enhancing collaboration between SC and International Students

Problem:

As stated on the UAlberta website, over 6,000 international students study at the University of Alberta (University of Alberta, n.d., International Undergraduate Students section). Unfortunately, many international students are unaware of SC's actions and mandates, and their right to vote or run in the elections. Current efforts to create an International Students' Association (ISA) generate the opportunity for Council to reach out to international students in an organized and strategic manner.

Solutions:

The ISA's developmental stage increases the possibility for a Council representative to sit on its board. It is recommended for the VPSL, who is engaged in the creation of the Association, to advocate that the ISA request a Council representative to become a member of ISA's governing body. Council representation on the ISA would occur on the same basis as Council representation on FAs. The ISA is compared to an FA due to the exceptionally large number of its members. It will be strongly encouraged for the Council representative to give at least one presentation to the ISA on Council's role at the University, the SU, and the SU elections. The information is then expected to trickle down to all international students. As with the Council representatives on FAs, the Council delegate will be able to give optional oral and written reports to Council and will be expected to report to CAC each trimester.

Recommended Steps:

It is recommended that the Executive overseeing the development of the ISA, the VPSL, encourage its founders to form the ISA's Bylaws such that a Council representative is requested to sit on its board. It is recommended for the ISA to specify whether the Council representative should also be an international student and whether he or she would be a voting member. Selection of the delegate will occur through voting at Council.

D. Defining Council Goals

Problems:

Although Council often sets multiple goals during Council goal planning sessions at the retreats and throughout the year, there often is no sense of direct responsibility for these goals. Council sets goals as the collective, without specifying parties that would be responsible for pursuing particular initiatives. Furthermore, there is no

document specifying Council's annual goals, which makes it more challenging for constituents to hold their representatives accountable. Reasons for the lack of a Council goals document includes lack of a person responsible to creating this document and no definite agreement on which goals will be pursued.

Solutions:

It is recommended that SC's Standing Committees create annual Goal Documents. Councillors would have an opportunity to create Individual Goal Documents. These documents would be uploaded onto the SU website and made available to all students. Creation and publication of the goals documents opens a door for better collaboration between Councillors with similar aspirations. Once everyone's goals are determined and clearly stated, Councillors may begin to team up in order to pursue certain initiatives. Creation of Committee and Individual goals will allow fellow Councillors and the students to question representatives about the progress of their intended actions. It is not recommended for the collaborative goal setting sessions to be eliminated. Pre-determined individual goals will contribute to more efficient Council goal planning sessions.

Recommended Steps:

It is recommended that each Committee amends its Standing Orders to include "Committee Plans" section with deadlines that are concurrent with the "Executive Plans" (specified in bylaw 4000, Sections 8-11). If an individual Councillor would like to publish his/her goals, the Committee Goal Documents submission deadlines should be followed. It is recommended that DG work with CAC and the SU's Marketing Department in developing templates for the documents and ensuring that the Goal Documents are uploaded online.

E. Enhancing Collaboration between Councillors and Executives

Problem:

Councillors often have ideas and projects, which they would like to implement. However, the primary role of a Councillor is to simply set a vision for the SU. It is then a role of the Executive to do the 'leg work' and to implement this vision into the SU's actions. As a result, the Executives are often more informed of the nuances associated with leading a project.

Solution:

It is recommended that Councillors with goals that parallel Executive portfolios reach out the Executives in order to commence collaborative efforts. It is also recommended that each Executive host at least one job shadow day per year in order to allow Councillors a closer look at their areas of expertise. Once more Councillors have an intimate knowledge of the work done by the Executive, there may also be an increased number of candidates for the Executive positions.

Recommended Steps:

It is recommended that Councillors set their goals by mid-summer and commence

collaboration with the respective Executives. Furthermore, it is recommended that Executives plan and host at least one job shadow day per year.

F. Increasing SC Presence on Facebook

Problem:

In the face of increased dependence on technology, students are often searching for quick updates on events, issues, and news. Currently, the main resource where students can find out about SC updates is the SU website. Documents posted on the website are often lengthy and require a significant amount of time to examine. There is a need for a resource where students could receive quick updates on SC.

Solution:

SC Facebook (FB) page would allow students to see brief updates as well as links to Agendas and Minutes on their Newsfeed. The creation of a SC social network page gives rise to a number of questions, which will be addressed individually.

1. Who is able to post on the page?

Only Councillors and the Administrative Assistant for SC would be able to post on the page. Students will be able to comment on the posts. This will minimize the possibility of inappropriate/irrelevant posts.

2. Will there be new accounts created for Councillors?

Councillors would be using their personal accounts. Creation of a new account would lead to significant administrative work, which can easily be avoided. It is Councillors' responsibility to be mindful of their privacy settings and the content on their FB profiles.

3. Who will ensure that there are posts on the page?

The Administrative Assistant for SC will regularly post links to Agendas and Minutes.

4. Who will set up the FB page?

The Speaker will do set up of the page, as long as the Speaker feels that his/her skills are sufficient for such a task. Set up of the page should include: rules of the page (which may be similar to the rules on the SU FB page), Administrator settings, and graphics. It is recommended that CAC reviews the rules and approves the FB page before it becomes public.

5. Who will oversee the FB page?

It is recommended for the CAC Chair to coordinate the set up and maintenance of the page with the Speaker and the Administrative Assistant. The CAC Chair would also be expected to regularly examine the page for any inappropriate/irrelevant posts.

6. How can we ensure that questions/concerns from students are answered?

It is recommended that Councillors visit the page regularly and address questions to the best of their abilities. If a Councillor is unable to accurately answer a given question, it is recommended for the Councillor to tag an Executive or a committee Chair under whose portfolio the question falls.

7. How will the page be promoted?

The SC FB page may be promoted via posts on the SU FB page and the SU website. Councillors and Executives may also promote the page on their personal social media accounts, through word of mouth, presentations, etc..

Steps to be taken:

It is recommended that the CAC Chair initiate the creation of the FB page with the assistance of the President, SU's Marketing Department, the Speaker, and the Administrative Assistant. The CAC Chair should then inform Council members of the page activation date and any rules associated with using the page.

G. Improving SC's Presence on the SU website

Problem:

The SU website offers minimum information about Councillors compared to the information offered about the Executives. Lack of information about Councillors contributes to the students' scarce knowledge about their representatives.

Solutions:

It is recommended for Council biographies and pictures be uploaded onto the SU website. It is advised that a Councillor job explanation be created and published on the SU website. It is hoped that the job explanation will increase the students' knowledge of the work done by their representatives.

Recommended Steps:

It is recommended that DG work with the President and the SU's Marketing Department to ensure that Councillor photos and biographies are uploaded onto the website. It is advised that the CAC Chair encourage submission of the outlined files and send out reminders pertaining to these items. It is recommended that DG collaborate with CAC to create a Councillor job explanation and upload it onto the SU website.

H. Ensuring SC's Efficiency

Problem:

The Students' Council does not have a regulated feedback mechanism that would evaluate SC's overall efficiency on regular basis.

Solutions:

It is recommended that Students' Council implement annual intro and exit interviews for all Councillors. It is advised for the interviews to occur in a form of a survey. Survey results from the outgoing Council and the results of the intro survey administered to the incoming Council should be analyzed in order to explore ways for the improvement of SC. Survey results and corresponding recommendations for improvement should be presented to SC.

Recommended Steps:

It is recommended that DG work with the President and CAC to develop the intro and outro surveys and to analyze the survey results. It is advised that DG present the annual survey results and recommendations for improvement to SC. In order to institutionalize this recommendation, it is advised that CAC amends its Standing Orders by adding in an “Intro and Exit Interviews” section.

I. Enhancing Professional Development Opportunities for Councillors

Problems:

Currently, there are limited incentives for students to contest a representative position on Council. Besides the two annual retreats, Councillors are not provided with significant professional development opportunities.

Solutions/Recommended Steps:

It is recommended that DG work with GM, CAC, and the President to explore professional development opportunities for Councillors.

Appendix 1

Students' Union Council Engagement Task Force Terms of Reference

Purpose

Engagement with the student body and Good Governance of the Students' Union are critical success factors outlined in the SU's Strategic Plan. Furthermore, the continuous review of the SU and its practices is another principle outlined in its Strategic Plan.

The SU Council Engagement Task Force will examine ways for Students' Council to be more engaging. This will involve a systematic review of Students' Council's bylaws, standing orders, and its general practices to increase Council's visibility to the greater student population, make Council more inclusive to traditionally underrepresented demographics, and empower members of Council to better connect with their constituents.

Scope

The task force will provide recommendations to the Students' Council before January 31, 2014 that will seek to address the following issues:

- **Visibility** – How can Students' Council increase its visibility to the greater student population?
- **Inclusivity** – How can Students' Council eliminate barriers to participation and expand opportunities for involvement with Students' Council?
- **Connection** – How can Students' Council better connect with its representatives and further empower its Councillors?

Meetings

Meetings will be held biweekly until the end of January 2014.

Membership

- 1 Students' Union Executives;
- 1 Representative of the permanent members of Students' Union Council Administration Committee;
- 1 Representative of the Students' Union Elections Review Committee;
- 1 Representative of the Students' Union Bylaw Committee;
- 2 Representative from Students' Council who are not members of the Executive Committee, the Elections Review Committee, or permanent members of the Council Administration Committee; and
- 3 Student-at-Large positions selected by the aforementioned members.

Resource Personnel

- Chief Returning Officer
- Speaker of the SU
- Discover Governance
- Department of Research and Political Affairs

Standing Orders of Students' Council

PART 1: RULES OF ORDER

Roberts' Rules of Order

1(1) *Robert's Rules of Order* will be observed at all meetings of Students' Council except where they are inconsistent with the Bylaws or Standing Orders of Students' Council.

Speaker to Decide where Rules are Silent

1(2) Where the Bylaws, Standing Orders and *Robert's Rules of Order* fail to provide direction with respect to procedure, the Speaker will decide.

PART 2: STRUCTURE OF SESSIONS

Order of Business

2(1) The Order of Business for Students' Council will be:

- (a) Speaker's Business,
- (b) Presentations,
- (c) Executive Committee Report,
- (d) Board and Committee Report,
- (e) Question Period,
- (f) Board and Committee Business, and
- (g) General Orders.

Start-Up Meeting Order of Business

2(2) The Order of Business for the start-up meeting of the incoming Students' Council will be:

- (a) Election of a Speaker,
- (b) Approval of Annual Meeting Schedule, and
- (c) Nomination to Standing Committees.

First Meeting after Start-Up Meeting Additional Orders of Business

2(3) The Order of Business for the first meeting of the year after the start up meeting will have the following orders of the day added to Speaker's Business:

- (a) Installation Ceremony,
- (b) Inaugural Addresses of Executive Officers and the Undergraduate Board of Governors Representative, and
- (c) Approval of Standing Orders.

Last Meeting Additional Orders of Business

2(4) The Order of Business for the last meeting of the year will have the following orders of the day added to Speaker's Business:

- (a) President's Farewell Address.

Oath of Office and Treaty Territory Acknowledgment

2(5) At the first meeting of each trimester:

- (a) The Oath of Office shall be taken by all members of Students' Council, and
- (b) The Full Treaty Territory Acknowledgment will be read by the Speaker.

Additional Meetings

3(1) Additional meetings of Students' Council may be called by the:

- (a) Speaker,
- (b) Council Administration Committee,
- (c) Executive Committee, and
- (d) Students' Council.

3(2) Members of Students' Council must be notified of additional meetings of council no later than 97 hours prior to the meeting time.

Standing Orders of Students' Council

Cancelled Meetings

3(3) Meetings of Students' Council may be cancelled, no later than 97 hours in advance of the meeting intended to be cancelled, by the:

- (a) Speaker,
- (b) Council Administration Committee, and
- (c) Students' Council.

PART 3: ORDERS OF THE DAY

Right of Submission by Students' Council Members

4(1) Any voting member or Board/Committee of Students' Council may submit Orders of the Day to be considered by Students' Council

Right of Submission by Students' Union Members

4(2) Any Students' Union Member may submit an information item for inclusion in the agenda package provided that it is related to the proceedings.

Order of Orders of the Day

4(3) Orders of the Day shall appear on the Order Paper in the order they were submitted.

Deadline for Submission

4(4) Orders of the Day must be submitted to the Speaker and the Administrative Assistant to Students' Council by 8:00 a.m. on the 2nd business day prior to a Students' Council meeting.

Late Additions

4(5) Late additions to the Order Paper may, at the discretion of Students' Council, be added at the meeting if the items of business cannot be postponed to a future meeting of Students' Council for resolution without risking detrimental consequences to or negative procedural difficulties for the Students' Union.

Deadline for Publishing

5(1) The agenda package will be published in the following manner:

- (a) paper copies will be created and made available in the Students' Union Executive/Administrative Offices, and
- (b) an electronic version will be placed on the Students' Union web page.

Deadline for Publishing

5(2) The agenda package will be published no later than 5:00 p.m. on the 2nd business day prior to a Students' Council meeting.

Deadline Exemption

5(3) For meetings called under the authority of Standing Order 3(1), there will be no submission or publishing deadline.

Special Orders

6(1) Motions making specific Orders of the Day Special Orders are privileged motions.

Speaker made Special Orders

6(2) The Order of Business notwithstanding, the Speaker may designate any Order of the Day a Special Order.

Council made Special Orders

6(3) The Order of Business notwithstanding, Students' Council may designate any Order of the Day a Special Order if it cannot be postponed to a future meeting of Students' Council for resolution without risking serious and detrimental consequences to the Students' Union.

Treaty Territory Acknowledgment to be Included

6(4) The Full Treaty Territory Acknowledgment will be included in writing at the beginning of every agenda package in a manner consistent with sustainable usage of paper.

Standing Orders of Students' Council

PART 4: SPEAKER'S BUSINESS

Speaker's Business

7(1) At the start of Speaker's Business, the Speaker will make the following oral announcement:

Before we begin, may I remind you all of the Oath you have taken. The Students' Union would also like to honour the nation-to-nation treaty relationship by acknowledging that this meeting is taking place on Treaty 6 territory.

7(2) During Speaker's Business, the Speaker will address all day-to-day regulatory concerns of Students' Council, including but not limited to:

- (a) resignations,
- (b) any process by which a member is permanently removed from Students' Council,
- (c) reports of the Chief Returning Officer,
- (d) announcements, and
- (e) motions making Orders of the Day Special Orders.

PART 5: PRESENTATIONS

Presentation Abstracts

8(1) All presentations must be accompanied in the Order Paper by a 100-word abstract. Presentations that substantially deviate from the abstract are out of order.

Length of Presentations

8(2) Presentations will not exceed thirty (30) minutes in duration, including questions and discussion.

Presentations Exclude Enacting Motions on Same Topic

8(3) Motions related to the subject matter of a presentation at the same meeting are out of order.

Initiation of Presentations

8(4) In order for Students' Council to receive a presentation, a motion to accept the presentation must first be considered by Students' Council.

Tools for Presentations

8(5) A computer and projector shall be available whenever a presentation appears on the Order Paper.

PART 6: NOMINATIONS

Motions to Nominate Considered Special Orders

9(1) A motion to nominate will be a Special Order upon completion of Presentations.

Motions to Nominate Considered Approved

9(2) A motion to nominate will be considered approved, and the floor open to nominations, unless a member requests a vote on the motion.

PART 7: REPORTS

Style of Executive Officer Reports

10(1) Executive Officer reports will be presented in written form and listed in the main agenda package under Information Items, and may include an oral report to Students' Council not to exceed two (2) minutes.

Executive Officer Reports on Conferences

10(2) Executive Officers will submit reports to Students' Council no later than two meetings of Students' Council after any conferences attended.

Standing Orders of Students' Council

Style of the Undergraduate Board of Governors Representative's Report

10(3) The Undergraduate Board of Governors Representative's reports will be presented in written form and listed in the agenda package under Information Items, and may include an oral report to Students' Council not to exceed two (2) minutes.

Frequency of Undergraduate Board of Governors Representative's Reports

10(4) The Undergraduate Board of Governors Representative will report to Students' Council, at minimum, following each Board meeting.

Executive Committee Reports

11(1) The President (or designate) will compile a report on the actions of the Executive Committee listing, at minimum, formal motions approved by the Committee.

Style of Board and Committee Reports

12(1) Board and Committee reports will be presented in written form and listed in the agenda package under Information Items, and may include an oral report to Students' Council not to exceed (2) minutes.

PART 8: QUESTION PERIOD

Length of Question Period

13(1) Question period will be fifteen (15) minutes in duration.

Extension of Question Period

13(2) Question period will be extended once for fifteen (15) minutes upon the request of five voting members of Students' Council. Further extensions require a two-thirds (2/3) majority vote.

Written Questions

14(1) Written questions may be submitted for inclusion with the Orders of the Day.

Priority of Written Questions

14(2) Written questions may be responded to in writing or orally, and will have priority over questions posed orally.

PART 9: LEGISLATIVE PROCESS FOR BY-LAWS

First Reading of Bylaws

- 15(1)** When a bylaw is being read a first time:
- (a) the motion is placed on the Order Paper;
 - (b) the motion is presented in the following format:
 - (i) the principle and/or objectives are listed, and
 - (ii) specific wording of legislation is not permitted;
 - (c) debate is limited to general principles and objectives; and
 - (d) if approved, the motion is referred to the Bylaw Committee.

Committee Stage (for Bylaws)

- 15(2)** When a bylaw is in the Committee stage:
- (a) the Committee identifies the relevant legislation that requires amendment and/or drafts new legislation on the basis of the principles passed in first reading;
 - (b) the Committee will not recommend to Students' Council draft legislation that is outside the scope of the principles approved in first reading; and
 - (c) as part of its report, the Committee may recommend that Students' Council reconsider the motion that "The bill be read a first time" if there are principles relevant to the bill that were not considered on first reading that:
 - (i) if omitted, would defeat or impair the purpose of the bill, and/or
 - (ii) will detrimentally impact the Students' Union.

Standing Orders of Students' Council

Second Reading of Bylaws

15(3) When a bylaw is being read a second time:

- (a) the motion will be presented in the following format:
 - (i) the entire bylaw(s) will be presented (may be waived by the Speaker),
 - (ii) deletions to the existing bylaw(s) will be shown by using a strike-through font,
 - (iii) additions to the existing bylaw(s) will be shown by using an underline font, and
 - (iv) a recommendation (if made) by the Committee to reconsider the motion that “The bill be read a first time” with the principles considered to make the reconsideration necessary; and
- (b) debate is confined to the technical merits of whether the Committee properly interpreted the principles passed in first reading, except when debating a recommendation to reconsider the motion that “The bill be read a first time,” where debate will be limited to the suggested principles put forward by the Committee to support a return to first reading and the propriety of adopting such a motion.

Coming Into Force

15(4) Unless otherwise specified, the motion will take effect upon adjournment of the meeting at which it was approved.

PART 10: LEGISLATIVE PROCESS FOR BUDGET

Vice President (Operations & Finance) Recommends Principles

16(1) The Vice President (Operations & Finance) shall submit or cause to be submitted a proposed set of Budget Principles to the Budget and Finance Committee no later than January 15.

Budget and Finance Committee Amends and Recommends Principles

16(2) The Budget and Finance Committee shall recommend a set of Budget Principles to Students' Council no later than February 15.

First Reading of Budget in Council

16(3) Students' Council shall approve a set of Budget Principles no later than March 15.

Executive Committee to Recommend Final Budget

16(4) The Executive Committee shall submit a final Operating and Capital Budget, reflecting the set of Budget Principles approved by Students' Council, to the Budget and Finance Committee no later than March 31.

Budget and Finance Committee to Amend and Recommend Final Budget

16(5) The Budget and Finance Committee shall recommend a final Operating and Capital Budget to Students' Council.

Second Reading of Budget in Council

16(6) When the Budget is being read a second time:

- (a) Students' Council shall approve a final Operating and Capital Budget;
- (b) the Budget will be presented in a three-part document consisting of:
 - (i) the Budget Principles passed on first reading,
 - (ii) the estimates (numerical breakdown of the budget), and
 - (iii) additional written instruction providing further instruction on how money within budget categories is to be spent; and
- (c) debate is confined to the technical merits of whether the Committee properly interpreted the principles passed in first reading.

PART 11: LEGISLATIVE PROCESS FOR POLITICAL POLICIES

First Reading of Political Policy

17(1) The procedural requirements for passage of political policy on first reading are the same as those for the passage of bylaw on first reading except that the political policy will then be referred to the Policy Committee.

Standing Orders of Students' Council

Committee Stage (Political Policy)

17(2) When a political policy is in the Committee stage:

- (a) the Committee selects and assigns an Executive Officer to draft a new policy on the basis of the principles passed in first reading, with the assistance of the Department of Research and Political Affairs; and
- (b) the Committee will not recommend to Students' Council draft legislation that is outside the scope of the principles approved in first reading.

Second Reading of Political Policy

17(3) When a political policy is being read a second time:

- (a) the motion will be presented in the following format:
 - (i) the entire political policy will be shown,
 - (ii) deletions to existing political policy will be shown by using a strike-through font, and
 - (iii) additions to existing policy will be shown by using an underline font; and
- (b) debate is confined to the technical merits of whether the Committee properly interpreted the principles passed in first reading.

Expiration of Political Policy

17(4) Political Policies adopted within a particular session of Students' Council shall expire within three (3) years after the end of that session.

17(5) Upon expiration, a Political Policy shall be reviewed by the Policy Committee and can be forwarded to Students' Council as a recommendation to renew.

PART 12: MODIFIED RULES OF DEBATE

Length of Speeches

18(1) Members having obtained the floor to speak to a motion can speak no longer than six minutes.

Speaker may Limit Debate

19(1) The Speaker may limit debate at any time on any Order of the Day.

Moving the Previous Question

20(1) A member of Students' Council may not move the previous question at the same time as he/she speaks to the motion.

Speaker may Disallow Moving the Previous Question

20(2) The Speaker may disallow moving the previous question if, in the opinion of the Speaker, the motion has not been sufficiently debated.

Subsidiary Motions Limited

21(1) Subsidiary motions are not permitted to be applied to the main motion until the motion has been spoken to at least two times, one in favour and one opposed.

Points of Order

22(1) Where a member rises on a Point of Order citing the violation of a federal, provincial or municipal law, the member must provide a copy of that law to the Speaker at the time the Point of Order is raised.

Guests of Students' Council

23(1) Any person may become a Guest of Students' Council by writing his/her name on the Guest List provided by the Speaker at each meeting of Students' Council.

Guest of Students' Council Debate Privileges

23(2) The Speaker will only recognize guests if no member entitled to obtain the floor wishes to do so, except where a guest has information particularly pertinent to the debate, or where a Councillor having obtained the floor extends his/her speaking privileges to a guest.

Standing Orders of Students' Council

PART 13: VOTING

Division

24(1) A roll call vote will be taken if requested by a voting member of Students' Council and shall take precedence over any other method of voting.

Speaker may Refuse a Division

24(2) The Speaker may refuse a dilatory request for a division except on items of business disposing of main motions.

PART 14: RECESS/REASSEMBLY

Recess

25(1) Students' Council will recess for fifteen (15) minutes immediately after the first item of business is disposed of, at least ninety (90) minutes after the Call to Order.

Recess and Reassembly

25(2) Students' Council will recess for fifteen (15) minutes at 10:00 p.m. and reconvene at a location designated by the Speaker.

PART 15: ATTENDANCE REQUIREMENTS

Attendance

26(1) The Speaker will take attendance orally twice each meeting, once during Speaker's Business and once immediately prior to adjournment or at 10:00 p.m., whichever is earlier.

26(2) Any member of the Executive Committee (with the exception of the General Manager) that is absent from a meeting of Students' Council shall submit a written explanation to Students' Council outlining the reason for their absence.

26(3) Should a Councillor be absent for 3 meetings in a semester, CAC will notify that Councillor's Faculty Association. Missed meetings not subject to this section are those attended by proxies or attended through alternate means as approved by the Speaker.

PART 16: DISCIPLINE

Speaker may Discipline

27(1) The Speaker may discipline a member of Students' Council for breaches of Standing Orders.

Call for Decorum

27(2) Any member of Students' Council may call for decorum, which when called for will remain in effect for the duration of the motion under consideration and result in the Speaker removing first the speaking privileges for the duration of the motion, and secondly the right to attend the meeting from anyone in the chamber caught speaking without having properly obtained the floor.

Censure

27(3) Students' Council may rebuke the action or conduct of an individual through a motion to censure. A censure is an on-the-record rebuke that entails no additional actions or consequences.

PART 17: PROXIES

Appointment of Proxy

28(1) To appoint a proxy, a Councillor must provide a notice to that effect:

- (a) stating the name and e-mail address of the proxy member,
- (b) indicating the duration of the appointment, and
- (c) that, if provided as a paper copy, is signed by the appointing Councillor.

Standing Orders of Students' Council

Notice to be Provided to Relevant Party

28(2) Any notice to appoint a proxy must be provided to:

- (a) the Speaker, if the appointment is to Students' Council, or
- (b) the Chair of a Committee, if the appointment is to that Committee.

PART 18: RECORDS OF STUDENTS' COUNCIL

Audio Record of Students' Council

29(1) When feasible, an audio record of Students' Council proceedings will be recorded.

Approval of Audio Record

29(2) The audio record is considered approved as recorded.

Video Record of Students' Council

30(1) Anyone wishing to record or stream video at a meeting of Students' Council must provide written notice to the Speaker by noon on the business day prior to the meeting date.

30(2) The Speaker shall, in advance of the Students' Council meeting in question, notify all members of Students' Council and all scheduled presenters of any notices to record or stream video at the meeting.

Minutes of Students' Council

31(1) When an audio record is not possible, minutes of Students' Council proceedings will be recorded.

Approval of Minutes

31(2) The minutes are considered approved as transcribed.

Members may Clarify Comments in Minutes

31(3) Whenever minutes are transcribed, a member's comments may be amended in accordance with the member's wishes prior to a time limit set by the Speaker.

Record of Votes and Proceedings

32(1) A record styled "Votes and Proceedings" will be compiled from the audio record or minutes of Students' Council and will consist of:

- (a) all motions moved except joke motions,
- (b) any event having legal consequences extending beyond the adjournment of that meeting,
- (c) a record of all regulations and decisions approved by Students' Council Boards and Committees that are required by Bylaw to report such regulations and decisions to Students' Council, and
- (d) a record of attendance.

Publication of Votes and Proceedings

32(2) Votes and Proceedings shall be published electronically the third business day after a Students' Council meeting and in the next agenda package.

Approval of Votes and Proceedings

32(3) The record of Votes and Proceedings is considered approved as transcribed.

PART 19: MISCELLANEOUS

Confidentiality of Awards Business

33(1) Applications submitted for awards administered by the Grant Allocation Committee, and deliberations surrounding the selection of recipients of awards administered by the Grant Allocation Committee shall be designated as strictly confidential and shall only be available to:

- (a) members of the Awards Adjudication Committee;
- (b) members of the Executive Committee; and
- (c) SFAIC staff.

Standing Orders of Students' Council

Speaker to Vacate Chair

- 34(1)** A motion that the Speaker vacate the chair:
- (a) is always in order,
 - (b) takes precedence over any other motion, and
 - (c) is not debatable.

Public Meetings

- 35(1)** Meetings of Students' Council are open to the public, unless Students' Council moves *in camera*.

Only Official Documents Allowed

- 36(1)** Only official Students' Council documents may be distributed to members within the chamber.

Council Retreats

- 37(1)** A summer retreat for Students' Council members will be held before July 31st of each year.
37(2) A fall retreat for Students' Council members will be held before October 31 of each year.
37(3) The Council Administration Committee shall be responsible for the planning and organization of all retreats, and may cancel a retreat due to low attendance.

Accessibility to Council

- 38(1)** If a guest of Council or member of Council requests a translator or reasonable accessible aid, they are required to give the Council Administration Committee at least one week's notice. The Council Administration Committee will attempt to make the necessary accommodations with limited expense to the Students' Union.

Joke Motions

- 39(1)** At the last meeting of the year, the mover of the motion or the Speaker may declare any motion to be a "joke motion," such a motion having no effect if carried.

Standing Orders of Students' Council

APPENDIX 1: PROCEDURE FOR ELECTING A NEW SPEAKER

Council to be provided with cover letter and resume

1 Each member of Students' Council will be provided with a cover letter and resume of each candidate for Speaker.

Senior member to preside when outgoing speaker running for re-election

2 The longest-serving member of Students' Council not running for Speaker will preside over the election when the outgoing Speaker is running for re-election.

In Case of Tie, Elder Member to Preside

3 In the case of a tie between longest-serving members, the eldest of the tied members will preside.

Speeches

4 The presiding member will ask each candidate to give a brief speech not to exceed two minutes.

Questions

5 The presiding member will allow questions to be put to the candidates from the members of Students' Council.

Secret Ballot

6 The vote will be by secret ballot and will be in the style of the Executive Elections.

Recess

7 Students' Council will recess while the presiding officer counts the vote.

Announcement

8 The presiding officer will announce the results of the election to Students' Council.

APPENDIX 2: OATH OF OFFICE

I am not here for me.

I am here for the people that lent me their power in exchange for a promise.

I will keep that promise to make decisions with their interest in mind.

I will vote after knowing the facts, not before.

I will use Robert's Rules for their purpose, not my own.

I will oppose ideas, not people.

I will think before I speak, not speak just to think.

I will take the job seriously or not take the job at all.

I will represent my fellow students' interests, not my own.

I am not here for me.

APPENDIX 3: COUNCIL SCHOLARSHIP

Overview

1 Two Council Scholarships, to be administered by Students' Council, shall be offered each trimester. The value of each scholarship shall be \$500.00.

Criteria

2 The criteria for each scholarship is:

- (a) representative of his/her constituents' opinions and concerns in Students' Council matters;
- (b) serves as an ambassador of Students' Council in the campus community and attempts to further empower students;
- (c) excellent attendance; and
- (d) activity on committees.

Standing Orders of Students' Council

Nomination

3 Members of Students' Council must be nominated by a fellow voting member of Students' Council, with the nomination containing at least two additional supporting signatures from other voting members of Students' Council. Nominators must submit a brief justification, no more than one page in length, as to why the member of Students' Council deserves to be nominated.

4 Nominations must be presented to the Speaker by the end of the second last Students' Council meeting of each trimester.

Eligibility

5 All current voting members of Students' Council shall be eligible to submit nominations. There shall be no limit to the number of nominations a member may submit throughout the year.

6 All current voting members of Students' Council shall be eligible to receive a scholarship, except for members of the Executive Committee. There shall be no limit to the number of times a member of Students' Council may be nominated and/or receive a scholarship throughout the year.

Selection

7 The Speaker shall provide to each member of Students' Council the names of each nominee and a copy of all nomination forms.

8 Selection of scholarship winners for the preceding trimester shall take place at the final meeting of Students' Council each trimester. There shall be no debate. At the meeting a secret ballot vote shall be held, open to all voting members of Students' Council. The vote shall take place by preferential ballot and shall follow the balloting procedures used in the selection of a committee chair.

APPENDIX 4: COUNCILLOR MENTORSHIP PROGRAM

Participation

1 Any voting member of Students' Council, including the Undergraduate Board of Governors Representative but excluding any member of the Executive Committee, may sign up to participate in this program, such a volunteer henceforth referred to as mentor.

2 Any Students' Union member may participate in this program, such a student henceforth referred to as mentee.

3 Requests to participate in a given meeting of Students' Council must be received by the Thursday prior to the meeting.

Administration

4 The Council Administration Committee shall be responsible for the implementation of this program.

5 This program shall be advertised in the Fall and Winter term.

Processing Requests

6 First attempts shall be to pair mentees with mentors from the same faculty, but if this is not possible, then mentees shall be paired randomly with available mentors for the requested meeting of Students' Council.

7 A mentor may have only one mentee for any given Students' Council meeting.

Mentor Responsibilities

8 After being paired with a mentee, the mentor shall be responsible for:

- (i) establishing contact with the mentee prior to the scheduled Students' Council meeting,
- (ii) enlisting another eligible mentor as a replacement if unable to carry out the responsibilities to the mentee,
- (iii) attending the scheduled meeting of Students' Council with the mentee,
- (iv) familiarizing the mentee with the role and proceedings of Students' Council, and
- (v) debrief the mentee at a future time to discuss their experience.

Standing Orders of Students' Council

APPENDIX 5: PETITION FOR IMPEACHMENT DOCUMENT

Overview

1 As stated in Bylaw 100, s. 6, Students' Council has the authority to remove the President, a Vice President, or the Undergraduate Board of Governors Representative through a motion to impeach.

2 A petition is required for impeachment proceedings to occur, and requires signatures of at least one third of the voting members of Students' Council. This appendix shall dictate the petition documentation requirements.

Preamble

3 The petition shall contain the following filled out as applicable to the circumstances:

This motion to petition indicates that we, the elected representatives of the student body serving on Students' Council, do not feel the current *[insert position name]* of the *[insert year]* Students' Union Executive is fit to remain occupying the position due to one or more of the following reasons:

- 1) The individual has committed a significant breach or multiple breaches of Students' Union Bylaw, or Political Policy.
- 2) There are charges levied against the individual for violation of the University of Alberta Code of Student Behavior, provincial law, or federal law.
- 3) The individual is performing without the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Additional Documentation

4 The submitted petition shall include a document agreed to by all signatories indicating why they as representatives feel that the Executive or Board of Governors Representative in question is in violation of one or more of the principles of Bylaw 100, s.6.

Addition to the Agenda

5 The once submitted and deemed to be valid according to Bylaw 100 s. 6, the following motion will be added to the agenda of the next meeting of Students' Council and filled out accordingly:

[MOVER/SECONDER] move that the current *[insert position name]* of the *[insert year]* Students' Union Executive be impeached from the position of *[insert position name]* and post as an officer in first reading.

Parallel Legislation

6 This appendix is only deemed applicable when kept in congruence with the intent of impeachment proceedings as dictated by Students' Union Bylaw, as Bylaw 100, s. 6 dictates its current form.

APPENDIX 6: FULL TREATY TERRITORY ACKNOWLEDGMENT

We would like to acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Cree, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge continuing colonial violence and respect Indigenous knowledges and traditions.



Council Administration Committee (CAC) MEETING SUMMARY REPORT TO COUNCIL

Date: April 29, 2014 Time: 6:30 PM

2013 – 2014 *MEETING #1*

A

1.	<i>Councillor Hwang moved to approve the Agenda.</i>	<i>CARRIED 10/0/0</i>
2.	<i>Councillor Hwang moved to adopt Standing Orders.</i>	<i>CARRIED 10/0/0</i>